

Michigan Department of Labor & Economic Growth
LIQUOR CONTROL COMMISSION
7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505

REQUIRED DOCUMENTS:
CORPORATION/LIMITED LIABILITY COMPANY REQUEST FOR APPLICATION

TO:

DATE: _____

TYPE OF LICENSE: _____

_____ Request for new license **OR** _____ Transfer existing license from:

To proceed with your request, we will need the following documents:

_____ **1. CORPORATE / LIMITED LIABILITY COMPANY APPLICATION** - Completed application LC-687 (enclosed) to be completed in the name of the corporation / Limited Liability Company (LLC).

_____ **2. STOCKHOLDER / MEMBER APPLICATION(S)** – Completed LC-621 (enclosed) for each individual, corporate stockholder / member of Limited Liability Company of the applicant corporation / LLC.

_____ **3. ARTICLES OF INCORPORATION / ARTICLE OF ORGANIZATION** – Copy tentative Article of Incorporation / Articles of Organization. (If the application for license is approved, a copy of the Articles which have been filed with the Corporations & Securities Bureau will be required).

_____ **4. CORPORATE MINUTES / LIMITED LIABILITY COMPANY AFFIDAVIT** – a certified copy of minutes of a meeting of the Board of Directors for corporations or an affidavit signed by a manager or at least one member if management is reserved to members for limited liability companies which names the person(s) authorized to sign the application and any other papers required by the Commission, as well as to receive the license(s) at the Lansing office in lieu of being mailed.

_____ **5. OPERATING AGREEMENT FOR LIMITED LIABILITY COMPANY**

_____ **6. REAL ESTATE DOCUMENTS** – Copy of lease, Option to lease, Purchase Agreement, or Warranty Deed.

_____ **7. PHOTOS** – NEW SDM or SDD Licensees only – two photographs of the proposed licensed location are to be submitted: One showing the front of the outside of the building, the other showing the inside of the building. (NOTE: If the building is in the construction or planning stage, please have copies of your plans for the inside and outside of the building available for the MLCC investigator to review. PLEASE DO NOT SEND PLANS TO THIS OFFICE.)

_____ **8. INVESTIGATION FEES** – Investigation fees totaling \$ _____ must be submitted.
Please make your check or money order payable to the **STATE OF MICHIGAN**.

_____ **9. TRANSFER OF OWNERSHIP ONLY** – Purchase agreement (completely executed) for business, fixtures and equipment.

Upon Receipt of all of the above documents, your request will be authorized for investigation in the MLCC district office in which the business is located.

Note! The MLCC does not make copies of documents from applicants. Please be prepared to send (or leave) the requested documents with the Commission.

For questions or assistance with this form please call the MLCC at (517) 322-1400.

www.michigan.gov/dleg